

NIPIGON DOCTORS GROUP

125 Hogan Road
Nipigon, ON P0T 2J0

We are looking for an energetic full-time office manager who reports to the Nipigon Doctors Group Physicians and is responsible for providing clinic management to the Jackson Hughes Medical Clinic. This includes maintaining office services and efficiency, supervising office staff, maintaining patient records, OHIP/Third Party Billing, accounting/Payroll, recruiting locums and managing incoming resident schedules.

Requirements:

- Candidates for the position will preferably have at least 2-3 years of experience being a clinic/office manager and/or medical office administrator in a family physician's office or medical clinic.
- Proficiency with electronic medical records (EMR)
- Experience with OHIP Billing
- Completion of college-accredited medical secretary program or equivalent experience
- College Diploma or University Degree
- Proficiency with QuickBooks
- Ability to work effectively in a fast-paced, ever-changing office environment
- Strong leadership abilities and problem-solving skills

Responsibilities include:

Senior medical office administration:

- Oversee general office administration
- OHIP/Third party billings
- Support front administrative staff, NP's and physicians as needed
- Resolve patient complaints
- Liaison with hospital administration
- Chart transfers

General Office Coordination:

- Direct work within a busy family medical practice (5.5 physicians) Locums and incoming residents
- Coordinate office schedules and doctors' rotational schedules
- Order/purchase office supplies
- Ensure compliance with professional and regulatory standards
- Oversee IT support, communication with EMR provider

Managerial

- Report directly to physicians
- Provide leadership to office administrators
- Lead bi-weekly Dr. group meetings, weekly administration meetings and monthly FHT and NDG staff meetings.
- Delegate administrative tasks as needed
- Resolve conflicts amongst staff
- Manager may participate in training, supervision, evaluation, and hiring of staff.
- Oversee payroll (using online software), track vacation requests, sick leave, etc.
- Communicate with accounting professionals
- Maintain books (using QuickBooks online)
- Enforce existing policies and procedures
- Update stale-dated and prepare new policies and procedures as required
- Manage operational issues with respect to lease and office space
- Coordinate external services (cleaners, painters, building trades, etc.)
- Interact with drug representatives.

Other opportunities and projects as they arise

Job Types: Part-time, Permanent

Pay: \$28.00-\$35.00 per hour

Expected hours: 25 – 40 per week

Benefits: • On-site parking

Schedule: • Monday to Friday

Work Location: Hybrid remote in Nipigon, ON P0T 2J0

Expected start date: 2024-07-29